

**NATIONAL SEEDS CORPORATION LTD.**  
**PRODUCTION DEPARTMENT**

**A. CORPORATE OFFICE**

**1. Sr. General Manager (Production)/General Manager (Production)**

1. Providing leadership and vision to the Production Deptt. and to deal with the strategic matters (Vision/Mission, Policies, Goals and Objectives) related to Production and any other related function of NSC.
2. To lead the planning function and to delegate the implementation and day to day management functions to the competent personnel placed under him.
3. To monitor and evaluate the outcomes regularly so that any deviation from the planned course can be identified and corrected well in time. For this, he will ensure that the MIS functions efficiently in the Production Department.
4. To coordinate the functions overlapping with other divisions i.e. Marketing, Engg., Finance, HR etc. and create the synergies between various division to achieve the overall objectives of the Production Deptt.
5. He shall be responsible to guide and oversee the drawing up of the cropping program through the GM (Production) and the functionaries placed below him. However, while chalking out the cropping program he shall keep in view the MOU of the Corporation and other directions and guidelines issued by the competent Authority from time to time . Further, in order to make NSC RO/AO/ Farms a profitable venture he shall keep in view the market trends of each variety during finalization of the Cropping Program.
6. He shall exercise such necessary checks and inspection a NSC RO/AO/ Farms which are considered necessary for proper and economical use of inputs/ fertilizers/ pesticides labour.
7. He shall also oversee the functioning of Corporate Planning Division.
8. Till the appointment of a Functional Director (Commercial/Production/Technical), CGM (Prod.) can be assigned with the responsibility of coordinating and overseeing the functions of Marketing/Engineering Departments.
9. He shall guide GM (Prod.), RM & Farm Heads on optimum utilization of water available for farming operations and give necessary guidance for Farm Managements for efficient use of water and other resources.
10. He will advise the top Management on diversification of NSC's operations to make it a numero-uno organization in the Public Sector.
11. The above list of duties is not exhaustive but only indicative.
12. This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.
13. Perform any other duties assigned by the Management from time to time.

## **Performance indicators:**

1. Overall improvement in the Strategic Planning Function of the Production Deptt.
2. Visible improvement in the achievement of the production Deptt. during the period.
3. Efficiency shown in the MIS and monitoring & Evaluation activities in his Deptt.
4. Improvement in the staffing pattern as a part of Personnel Management for his Department and Coordination with other Department during the period.
5. Marked improvement in the employees morale, overall discipline and administration of Production Department.

## **Key Result Areas**

1. Percentage increase in production-Quantity and value wise.
2. Percentage increase in revenues-Value wise.
3. Percentage reduction in production costs.
4. Improvement in Quality of seeds (measured by customer satisfaction survey).
5. Establishing new sources of revenue.
6. Planning and implementation of production programmes (no.).
7. Distribution/allotment of production programmes.
8. Monitoring of production programmes and submitting monthly statements in terms of sale of breeder seeds, procurement of breeder seeds etc.
9. Preparation/finalization of procurement price-region wise.
10. Quantity of seeds outsourced where there was deficit.
11. Meeting of MOU targets of Production Department.
12. Implementation/Inspection of ISO Manuals.

## **2. General Manager (Production) (E6)**

### **Strategic and Monitoring Role**

#### **(i) Planning:**

- a) He shall be responsible for chalking out the cropping programme at the Farms/ROs keeping in view the directions from Government of India, issued from time to time, keeping in view the commercial function of the Corporation. He shall advise the Management for incorporation of such crops keeping in view the market trends of such variety while framing such cropping programme.

- b) He shall be overall responsible for production & multiplication of quality Breeder/Foundation and Certified seeds and monitor their production at the Central State Farms/ROs.
- c) Planning for production and multiplication of Breeder/foundation and certified seeds and addition to/reorganization of the product profile to enhance the revenue stream of the Corporation.
- d) Finalization of corpping program for the NSC RO/ Farms as well as the Grower's Program based on the market trends and keeping in view the directions from GOI issued from time to time and commercial functions of the corporation .
- e) Finalization of Farm wise activity schedule of production activities like Land Development, Crop bed preparation, sowing, irrigation, pesticides and fertilizer application, harvesting, seed processing, warehousing etc. considering the requirements of different crop seasons and their maturity cycles.
- f) Finalization of equipment and Machinery procurement/ replacement plan in consultation with GM (Engg.).
- g) He shall be overall responsible for implementing the various centrally sponsored schemes such as ISOPOM, NHM & NFSM etc. as may be entrusted to NSC from time to time and shall suggest such measures as to make the Schemes a success.
- h) To look after and supervise the functions of Corporate Planning Division in the Corporate and all matters concerning preparation / updation of implementation of Corporate Plan.
- i) Maximization of conversion of raw seeds into seed so that commercial portion is reduced.
- j) Guidance on proper procuring and maintenance of seed.

**(ii) Corporate Performance:**

- a) Motivate and orient all Farms towards maximizing the yields of all crops being undertaken by them and in turn increase overall production of the corporation. To achieve this end GM (Production) shall facilitate the Farm Management and provide necessary advice to them.
- b) If the output/input ratio with regard to any particular crop is not satisfactory, it will be the responsibility of the GM (Production) to suggest growing the crops which are more remunerative.

**(iii) Problem Solving:**

- a) Keeping abreast with latest research in the country and guide the RO/Farms with a view to increase their viability.

- b) Communicating with the **RM**/Farm Heads and their immediate deputies with regard to any technical matter and updating CGM (Prod.)/Functional Director and CMD, as may be specified, regarding any important point coming to his notice or consulting them before issuing any important instructions to the **Farms/RO**.

**(iv) Supervision of **Region** Farm activities:**

- a) To exercise overall functional and administrative control on all **RO**, Farms and production centers.
- b) To visit all **ROs**/ Farms periodically and check up whether the **ROs**/Farm Management is following appropriate agriculture and agronomic practices. His total stay at the farms/**ROs** will be at least 2 months in a year.
- c) Exercising such necessary checks and inspection at the **ROs**/Farms which are considered necessary for proper and economical use of inputs/fertilizers/labour etc. and bringing any deficiency to the notice of the CMD with suggestions for improvement.
- d) Guiding the Farms on optimum utilization of water available for farming operations and give necessary guidance to the farm management for efficient use of water and other resources.
- e) Advising the **RO**/Farms for training programme/Refresher Courses organized by various institutions, Agri. University etc. and to finalize the training program for all cadres in Agri. Discipline to keep them posted with the latest agri. techniques.
- f) Creation of Facilities and Provisions at Farms/Production Centres/**ROs**.
- g) Ensuring that arrangements are in place for pre and post harvest operations and there is adequate provision for preserving the harvested crops/ produce.
- h) Ensuring the availability of adequate inputs like seeds, fertilizers, pesticides etc.

**(iv) Ensuring Manpower availability:**

- a) Half yearly review of manpower to efficiently support the activities of Production Department at Corporate Office and at the **Farms/ Regions**.
- b) Taking steps and coordinating the placement of necessary manpower for activities under his charge subject to the rules and procedures framed.

**(v) Client Relationship and Brand Projection:**

a) Meeting with Farmers/ Customers periodically to receive their feedback about quality of seeds or any other matter i.e. deficiency in products or services rendered by the Corporation.

b) Devising appropriate strategy for establishing the brand image of the products of NSC.

**(vi) Miscellaneous:**

a) Effective implementation of various centrally sponsored schemes like – ISOPOM, NFSM, NHM etc. and such other schemes, as may be entrusted to NSC from time to time and suggesting such measures so as to make the schemes successful.

b) Effective coordination & liaison with state Agriculture Deptts. For work relating to Production Deptt.

c) The above list of duties is not exhaustive and is merely intended to indicate that the GM (Prod.) must exert himself in organization for more efficient agricultural operations and increase in income of the Corporation. For this purpose, he will maintain close liaison with his colleagues in the Corporate Office, Marketing Offices, and with the Farm Heads.

d) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.

e) Perform any other duties as may be assigned by Management from time to time.

**(vii) Calendar of activities:**

Sl. No.	Activities	Target dates
1.	Finalization of Cropping Program: (The Cropping Program covering all Central State Farms and Growers Farms. The Cropping Program will take into account the targets given to NSC by the parent Ministry. Commitments made in the MOU and the diversification plan of the corporation. The plan should specify the seed production target, targeted yield and introduction of new varieties. Based on the past trends this plan should be able to quantify the target sales for the year for the whole organization. The cropping program should be prepared on a rolling pattern for the current year and next two years.)	31 <sup>st</sup> December
2.	Finalization of farm wise activity schedule: (Finalization of Farm wise activity schedule of production activities like Land Development, Crop bed preparation, sowing, irrigation, pesticides and fertilizer application, harvesting, seed processing, warehousing etc. considering the requirements of different crop seasons and maturity cycles. A copy of this plan will go to GM (Engineering) for planning the engineering operations.)	15 <sup>th</sup> January
3.	Ensuring availability of inputs for production activities at Farms ad under growers program.	15 <sup>th</sup> January

4.	Plan for creation of necessary infrastructure, facilities and procurement/ replacement of Machinery required for agriculture operations and processing plants.	15 <sup>th</sup> February
5.	Finalization of short term and long term budget for production division covering all Farms. Copy of this budget should go to GM (F&A).	15 <sup>th</sup> March
6.	Meeting with <b>Farm Heads/ Regional Manager</b> (to discuss the plans and budgets and to receive and record their feedback on last year's progress.)	31 <sup>st</sup> March
7.	Periodical assessment of the activities of the Production Deptt. at all Farms/ <b>regions</b> (The approach to this activity may be similar to the quarterly results preparation by the Corporate Houses. The performance of each Farm/Unit should be mapped against the targets assigned.)	At the end of each quarter.
8.	<b>RO</b> /Farm inspection.	Each <b>Region</b> /Farm at least once in each quarter.
9.	Meeting with customers/ contract growers  (To receive their feedback about quality of seeds or any other matter i.e. deficiency in products or services rendered by the corporation.	At least once in every six months.
10.	Meeting with other stakeholders (These meetings will serve to help in effectively discharging the Corporate Social Responsibility as well as enhancing the "Brand Image" of NSC	To coincide with the Farm/ <b>Region</b> Visits
11.	Review of Manpower to support the activities of Production division at HQ and at the Farms/Regions.	30 <sup>th</sup> June & 31 <sup>st</sup> December
12.	Finalization of appropriate Training Programs for personnel engaged in production activities in consultation with head of Training Deptt.	30 <sup>th</sup> June
13.	Methodological and formal analysis of all activities undertaken during the year and a repor thereon describing the targets achieved, shortfall, reasons thereof, deviations if any, market trends and future outlook etc. (The inputs must be prepared from the perspective that these should form the basis of declarations in Annual Report of the Corporation	31 <sup>st</sup> July

(viii) **Performance indicators:**

Sl No.	Indicator
1.	Percentage Increase in Total production (quantity and value wise)
2.	Percentage increase in seed production (quantity and value wise)
3.	Increase in average yield of crops
4.	Increase in cropped area/ cultivable area/ irrigated area
5.	Revenue from diversified activities
6.	Improvement in customer satisfaction and employees morale.
7.	Development/ introduction of new varieties
8.	Successful implementation/ adoption of new technologies
9.	Cost optimization
10.	Improvement in productivity index of Farm/ <b>Regional Area</b> employees.
11.	Meeting the Corporate social responsibility targets.

(ix) **Key Result Areas:**

- 1) Percentage increase in production-Quantity and value wise
- 2) Percentage increase in revenues- Value wise
- 3) Percentage reduction in production costs
- 4) Improvement in Quality of seeds (measured by customer satisfaction survey)
- 5) Establishing new sources of revenue
- 6) Planning and implementation of production programmes (no.)
- 7) Distribution/allotment of production programmes
- 8) Monitoring of production programmes and submitting monthly statements in terms of sale of breeder seeds, procurement of breeder seeds etc.
- 9) Preparation/finalization of procurement price-region wise.
- 10) Quantity of seeds outsourced where there was deficit.
- 11) Meeting of MOU targets of Production Department.
- 12) Implementation/ Inspection of ISO Manuals.

3.

**Addl. General Manager (Prodn.) (E-5)/ Dy. General Manager (Prod.) (E-4)/ Asstt. GM (Prod.) (E-3) - Corporate Officer**

1. In the absence of a regular GM (Prod.), the senior – most functionary in Production Deptt. among the above levels may be required to perform all duties/functions assigned to GM (Prod.) and will report directly to CGM (Prod.)/ the concerned Functional Director/ CMD, as the case may be.
2. He will coordinate with other Heads of Departments, **Regional Manager**, Farm Heads and Regional Marketing Officers with respect to the activities related to Production Deptt.
3. He will be responsible for adoption and implementation of new technologies in the agriculture field and for development and introduction of new varieties of seeds.
4. He will be responsible for coordinating all activities relating to fulfillment of MOU targets in respect of Production Deptt. and Farms, **various Regions**.
5. He would carry out the spot operational audit of State farms with a view to maximize the productivity. The audit would cover all the aspects of agriculture, engineering, marketing and finance including economic and optimal use of resources. For this purpose, he will plan and undertake his visits to various farms, **Regional Offices** at suitable intervals to ensure timeliness of operations and application of various inputs so as to avoid wasteful expenditure. For this purpose, he is authorized to examine such documents at Corporate Office, **Regional Offices** and at the Farms as he considers necessary.
6. He will prepare crop production manual for the guidance of Regional farms staff which would include inter alia economical operations needed, timeliness of irrigation and post-harvest operation in consultation with GM (Engg.) and GM (Prod.).
7. He would look after the work relating to centrally sponsored schemes, like NHM, ISOPOM & NFSM etc. or any other schemes that may be entrusted to NSC in future.
8. He would evolve questionnaires in consultation with the Head of Departments and visit **Central State Farms**. At the end of his visit to each **Region Farm**, he will brief the local officers at the **Regions Farms** about his observations and further action required to be taken by them so as to ensure timely and successful agriculture operations. If any Head of the Farm/RM does not agree with these directions, he may withhold action pending further directions from GM (Prod.), Corporate Office on his return to Headquarters, he will submit a detailed report of his Farm visit to CMD through GM (Prod.).
9. He will monitor the production program of oilseeds and pulses under the overall supervision and guidance of the GM (Prod.).
10. He would keep in touch with latest work going on in the Agriculture Universities and Central



Institute of Research.

11. He will also make plan/projects to get maximum profits the Farms/**Regions** and from Grower's programme or any other project under his charge, in consultation with GM (Engg.) and GM (Prod.).
12. He will be responsible for implementation/ inspection of ISO manuals.
13. He would advise all **Regions** Farms for training programmes/refresher courses organized by various institutes, agriculture Universities etc. and to finalize the training programmes for all cadres in Agriculture disciplines to keep them posted with the latest techniques.
14. He will be responsible for submission of all periodical reports pertaining to Production Department to the Government authorities.
15. He will be required to visit all **Regions**/Farms periodically in coordination and consultation with GM (Prod.) and check up whether the **Regional**/ Farm Managements are following the appropriate agriculture and agronomic practice. He will visit at least one Farm/**Regional Offices** in a month and shall hold discussions with all concerned.
16. He will coordinate all activities concerning the annual meeting of Farm Heads/ **RM/RMOs/ AOs at Corporate Offices.**
17. He will be responsible for implementation of the Govt. directions regarding progressive use of hindi in official matters and coordinating the replies to all VIP Reference/Parliament Questions pertaining to Production Deptt. at Corporate Office.
18. He will be responsible for properly maintaining and preserving all records pertaining to Agriculture/ Production Deptt. which is required to be preserved for future reference.
19. This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.
20. He will undertake any such task as may be assigned to him by the Management from time to time.

(viii) **Performance indicators:**

Sl. No.	Indicator
1.	Percentage Increase in Total production (quantity and value wise)
2.	Percentage Increase in seed production (quantity and value wise)
3.	Increase in average yield of crops

4.	Increase in cropped area/ cultivable area/ irrigated area
5.	Revenue from diversified activities
6.	Improvement in customer satisfaction and employees morale.
7.	Development/ introduction of new varieties
8.	Successful implementation/ adoption of new technologies
9.	Cost optimization
10.	Improvement in productivity index of Regional Farm employees.
11.	Meeting the Corporate social responsibility targets.

(ix) **Key Result Areas:**

- 1.) Percentage increase in production- Quantity and value wise
  - 2.) Percentage increase in revenues- value wise
  - 3.) Percentage reduction in production costs
  - 4.) Improvement in Quantity of seeds (measured by customer satisfaction survey)
  - 5.) Establishing new sources of revenue
  - 6.) Planning and implementation of production programmes (no.)
  - 7.) Distribution/allotment of production programmes
  - 8.) Monitoring of production programmes and submitting monthly statements in terms of sale of breeder seeds, procurement of breeder seeds etc.
  - 9.) Preparation/ finalization of procurement price- region wise.
  - 10.)Quantity of seeds outsourced where there was deficit.
  - 11.)Meeting of MOU targets of Production Department.
  - 12.)Implementation/Inspection of ISO Manuals.
- 4.

**Manager (Production)/ Asstt. Manager (Prodn.)/ Production Officer – Corporate Office:**

Planning/ Budgeting	a) To assist the GM (Production) and other senior officers in the Department formulation of Seed Production Policy of the Corporation. b) To prepare seed production programme of each <b>Region</b> /Farm and obtain clearance from the budget committee.
Co-ordination	a) To arrange seed training programme for the staff engaged in seed production at the Farms. b) To keep close liaison with <b>State Seed Agency</b> for planning of seed production at <b>Regions</b> /Farms and under Growers Program.
Implementation	a) To effectively implement the Seed Production Policy of the Corporation. b) To arrange breeder, foundation and certified seeds for the Central State Farms and ROs. c) To arrange seed processing at the Farms. d) To do everything connected with certification/ notification of seed.
Monitoring & Evaluation	a) Periodical evaluation /monitoring of the seed production programmes and suggesting remedial measures, if required. b) Inspection of seed production programme of various crops at the Central State Farms. c) To maintain close liaison with RO/Farm Managements.
Quantity Control	a) To take quantity control measure of seeds in production at central state farms and give technical guidance to the staff posted at the farms.
Documentation	a) Preparation of technical notes. b) Collection of data and up to date information relevant to seed production at the Farms.
Misc.	<ul style="list-style-type: none"><li>• To keep himself updated with the latest technology in the agriculture field .</li><li>• This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.</li><li>• To perform any other duty assigned from time to time by Management.</li></ul>

**Performance Indicators/Key Result Areas:**

- i. Quantity of Seed produced
- ii. Increase in total seed production
- iii. Quantity of Seed Processed
- iv. Increase in Seed Recovery Rate
- v. Ratio of seeds of new varieties to the existing varieties.
- vi. Monitoring of Production programmes and submitting periodic statements in terms of sale of breeder seeds, [procurement of breeder seeds etc.
- vii. Improvement in quality of seeds.
- viii. Meeting of MOU targets.

5.

**Manager (Hort.)/Assistant Manager (Hort.)/ Horticulture Officer- Corporate Office:**

Planning/ budgeting	<ul style="list-style-type: none"> <li>a) Preparation of annual budget for implementation of the Elite Progeny Orchard cum nursery schemes for all Farms.</li> <li>b) To update the Management about the physical and financial progress in implementation of progeny Orchard cum nursery expenditure on the scheme from time to time.</li> <li>c) To ascertain the feasibility of setting up of floriculture units at different Farms and ensuring proper implementation of such schemes.</li> <li>d) To explore the possibilities of large scale vegetable seed production on cost effective basis, initially on demand, in the area proposed for Elite progeny Orchard cum nursery scheme and in other areas as per decision of the Management.</li> </ul>
Co-ordination	<ul style="list-style-type: none"> <li>a) To arrange proper feed back from the concerned farms in respect of implementation of the scheme by devising suitable Performa/ monitoring/ coordinating activities of various units.</li> <li>b) To guide the Horticulturists and other staff at various Farms/ROs from time to time on all technical aspects of the implementation of Scheme and ensuring proper compliance of the instructions issued to them and the directions of NSC Management.</li> </ul>
Implementation	<ul style="list-style-type: none"> <li>a) To ensure successful implementation of centrally sponsored scheme under NHM or any other scheme to be taken up in future, at various Farms of NSC.</li> <li>b) To ensure proper planning and implementation of policies for undertaking plantation crops at different Farms of the corporation for their better performance and financial viability.</li> <li>c) To provide guidance for management of commercial orchards at the Farms where the same are existing or where the Corporation decides to take up such programme in future.</li> <li>d) To advise and assist in planning and management of ornamental plantations nurseries and commercial disposal for plants/planting material produced there.</li> </ul>
Monitoring & Evaluation	<ul style="list-style-type: none"> <li>a) Preparation of information report on Elite Progeny Orchard/ornamental crops and feed the ministry with data/information relating to the above mentioned scheme.</li> <li>b) Preparation of periodical information reports in respect of different Farms/RO.</li> </ul>
Documentation & Reporting	<ul style="list-style-type: none"> <li>a) Preparation of production manuals/package of practices for different plantation crops, ornamental crops, fruits crops, and nurseries so that these could be available to different farms for their reference and appropriate action.</li> </ul>
Misc.	<ul style="list-style-type: none"> <li>a) To assume the responsibility of implementation of all works related to Horticulture at Corporate Office.</li> <li>b) To ensure arrangement of Potted Ornamental Plants at the premises of NSC.</li> <li>c) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.</li> <li>d) To carry out any other instructions or task that may be assigned by the Management from time to time.</li> </ul>

**Performance Indicators:**

- i. Performance of Orchard/ Nursery at different Farms.
- ii. Increase in Vegetable Seed Production.
- iii. Increase in revenue from Horticulture activities.

iv. MOU targets achievements.

**6. Manager/ Asstt. Manager (Corporate Planning) – Corporate Office:**

- (a) Preparation / updation and implementation of Corporate Plan of NSC.
- (b) Evaluation of the Corporation's performance vis-à-vis the targets fixed in the MOU.
- (c) Critical examination and analysis of the deficiencies/Surpluses against the targets and recording the reasons thereof in detail.
- (d) Planning the appropriate interventions to overcome the possible deficiencies in meeting the targets.
- (e) Estimating the targets for the next MOU.
- (f) Dividing the targets Farms/ RO wise and formalization thereof by consulting the competent authority.
- (g) Communication of the formalized targets to all the Farms and ROs.
- (h) Maintaining the appropriate data for planning purpose.
- (i) Maintaining the data in such a manner that the relevant information can easily be extracted.
- (j) Preparation and submission of various reports as stipulated or as and when required.
- (k) Keeping himself abreast with various Government Scheme that can be implemented beneficially in the operations of NSC.
- (l) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.
- (m) To carry out any other instructions and jobs assigned by the Management, from time to time.

Performance indicators:

- 1.) Timely planning and submission of the next year's targets.
- 2.) Timely feedback upon the previous year's performance.
- 3.) Estimating the future trends in the Performance.
- 4.) Estimating the financial impact of the forecasted trends.
- 5.) Timely availability of required information.
- 2.

**CENTRAL STATE FARMS :**

**7. Regional Manager / Farms Head-[(Addl. General Manager (Farm)(E-5)/ Dy. General Manager (Farm) (E-4)]/ Incharge RM/ Head of the Farm**

Planning/ Budgeting	<ul style="list-style-type: none"> <li>To oversee the overall planning and budgeting activity of the particular Farm.</li> </ul>
Co-ordination	<ul style="list-style-type: none"> <li>To coordinate the activities schedule of all sections in the Farms/RO like Agriculture, Horticulture, Finance, Engineering, HR, Marketing, Stores, Warehousing etc.</li> <li>To coordinate/monitor/implement all matters related to land/ buildings/ plants/ orchards/ nurseries/ machineries and estate of the Farm/RO.</li> <li>To liaise with the State Govt., Local Administration and other Research Bodies for smooth functioning and betterment of the Farm/RO.</li> </ul>
Implementation	<ul style="list-style-type: none"> <li>To ensure proper implementation of the cropping program once it is agreed upon and finalized by the Management.</li> <li>Overall responsibility for production and multiplications of Breeder/ Foundations/ certified Seeds and monitor their production at the Farm under ROs.</li> <li>To guide the officers and staff for maximization of production and create cost-consciousness among officers and staff.</li> </ul>
Monitoring & Evaluation	<ul style="list-style-type: none"> <li>To exercise control on optimum economical use of inputs/ fertilizers/ pesticides/ labour etc. by periodical monitoring.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>To keep the Corporate Office posted with important developments at the Farm/RO besides sending periodical reports &amp; other information sought from the Farm/ROs.</li> </ul>
Misc.	<ul style="list-style-type: none"> <li>To function within the powers delegated to him and shall act as Administrative Incharge/ Occupier/ Manager/ Estate Manager of the Farm for the purpose of various statutory obligations.</li> <li>To abide by the directives, orders issued by the Corporation from time to time.</li> <li>To ensure preserving all necessary Record/Data in respect of various Deptt. for future reference as per policy.</li> <li>To ensure safety &amp; security of Farm and all its personnel with help of properly framed &amp; uploaded policies.</li> <li>To ensure compliance of all welfare/health/ pollution control related policies of the Corporation.</li> <li>To get timely audit done &amp; to facilitate preparation of Audited Accounts/ Balance sheet of the Farm/ RO.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure image building of the organization.</li> <li>• This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.</li> <li>• To perform any other job assigned by the Management from time to time.</li> </ul>
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**Performance Indicators:**

- i. Increase in area under the crops at the Farm/**RO**.
- ii. Increase in irrigated area at the Farm.
- iii. Increase in overall Production at the Farm/**RO**.
- iv. Increase in profitability of the Farm/**RO**.
- v. Achievement of overall targets fixed by the Corporate Office for the Farm/**RO**.
- vi. Increase productivity & morale of employees.

**Key Result Areas:**

- i. To make all (visible) efforts to increase the **Regional**/Farm Profitability/ decrease the losses (in case of loss making Farms/**ROs**).
- ii. To raise the overall production of the concerned Farm/**ROs**.
- iii. To increase the output of the High Yield varieties and crash crops.
- iv. To adopt the remunerative product profile in chalking out the cropping program.
- v. To ensure the successful implementation of the commercial activities to increase the revenue of the Corporation.
- vi. To prioritize the work involving and development and enhancement of irrigation facilities at the Farm.
- vii. To meet MOU target in respect of Farm/**RO**.
- viii. Implementation/ inspection of ISO manuals and Rajbhasha instructions.

8.

**Asstt. General Manager (Farm)-(Production)(E-3) / Manager (Prod.) (E-2) :**

General	<p>a) To function as the ‘in-charge’ of Agriculture section and all matters pertaining to Agriculture.</p> <p>b) To assist the <b>RM</b>/Farm Head on all agricultural matters concerning production of seeds and horticulture activities.</p>
Planning/ Budgeting	<p>a) Planning of all agriculture operations.</p> <p>b) Planning of mechanical operations in consultation and in coordination with the Manager (Engg.)/ AGM (Engg.).</p> <p>c) Preparation of cropping programs.</p> <p>d) Working out the annual requirement of seed, manure and other general stores.’</p> <p>e) Planning for solid conservation, desert afforestation, orchards, horticulture etc.</p> <p>f) Preparation of budget pertaining to his Deptt. at Farms/<b>RO</b>.</p>
Direction	<p>a) Supervision of agriculture staff and other labourers employed on agriculture side.</p>
Monitoring & evaluation	<p>a) Six- monthly inspection of all Block Offices.</p> <p>b) Surprise checks of agricultural operations, implements, Block grain go-downs, staff and labour employed on various operations.</p>
Reporting	<p>a) Timely preparation of monthly progress report, technical reports and other reports required by the Corporate Office from time to time.</p> <p>b) Submission of replies to audit objections.</p> <p>c) Submission of weekly diary to the <b>RM</b>/Farm head showing the work put during the week under report, suggestions regarding improvement and removal of the defect etc.</p> <p>d) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.</p> <p>e) To carry out any other instruction/ jobs assigned by Management from time to time.</p>

**Performance Indicators:**

- i. Quantity of Seed Produced
- ii. Increase in total seed production
- iii. Increase in Seed Recovery Rate
- iv. Ration of seeds new varieties to the existing varieties
- v. Cost of Seeds Production/ Cultivation



**Asstt. Manager (Production) / Production Officer (E-1/E-0):**

Planning/ Budgeting	a) Planning of agriculture activities for the assigned block. b) Determining the consolidated requirement of Machineries and Equipments, Seeds, Packing Material, Fertilizers and Pesticides etc. and placing indents to the stores section for the stores allocation for the block.
Co-ordination	a) Coordination and scrutiny of cropping programme of the assigned block and its submission to Operations Manager. b) To direct the correspondence with different sections in cases regarding routine matters and in case where some agricultural issue is involved, this will be routed through Operations Manager.
Implementation	a) Implementation of cropping program at the assigned block.
Monitoring & Evaluation	a) Scrutiny of the daily and weekly progress report. b) Supervision of grading and packing of farm produce and handing it over to store section. c) Scrutiny and verification of attendance of the workers placed under him. d) Scrutiny and checking of proposal submitted by the JE (Prod.) as for the operational jobs to be carried out on contract basis and submission of the same to the Manager (Production)/AGM (Prod.) for approval of the competent authority and to ensure that the jobs thus approved are carried out efficiently in the best interests of the Corporation. e) Controlling the administrative and operational staff in the block. f) Scrutiny & checking of Crop Registers/ Plant Register etc.
Reporting	a) Submission of a weekly diary to the Manager (Production) /AGM (Prod.), containing the details of work done in the block. b) To offer comments in respect of efficiency of each operation being carried out in the blocks c) Inspection of block offices, stores and submission of inspection notes to Manager (Production)/ AGM (Prod.).
Misc.	a) The Asst. Manager (Production)/Officer (Agri. Prod.) will be overall in charge of the operational blocks assigned to him. b) Daily supervision of important activities being performed in the assigned block. c) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities. d) To perform any other job assigned to them from time to time.

**Performance Indicators:**

- i. Achievement of Production Targets for the assigned Block.
  - ii. Agricultural inputs/ Area for different crops in comparison with the other blocks.
  - iii. Percentage of agricultural activities completed within the planned period.
  - iv. Production/Area for different crops in comparison with other blocks.
- 10.

**Asst. Manager (Production)/ Production Officer :**

General	<p>a) The Asstt. Manager (Production) posted at Farm(s) i/c Seed Production work ROs will be in direct charge of all operations concerned with the production of quality seeds at the concerned Central State Farm.</p> <p>b) Responsible for maintenance of seeds right from sowing till processing, certification and storage of seeds.</p>
Implementation	<p>a) The Asstt. Manager (Production) would be in direct charge of all field operations with regard to the production of quality seed and will also work as officer-in-charge of the Seed Testing Laboratory.</p>
Monitoring & Evaluation	<p>a) He will ensure proper execution of variety-wise Seed Production Programme under the category of Breeder, Foundation and Certified Seed from certification point of view as per Seeds Act and other Statutory regulations.</p> <p>b) He will ensure timely inspecting of foundation and Certified Seeds from the certification agency.</p> <p>c) He will have close liaison with the State Seeds Corporation and Certification Agencies/Agri. Universities from time to time for smooth working.</p> <p>d) He will ensure proper maintenance of records through the JE (QC) for smooth working of seed production programme, its processing and storage etc.</p> <p>e) He will ensure the safe storage of seeds advising timely fumigation and cleanliness of storage or the purpose of quality.</p> <p>f) He will ensure timely processing of seeds on the basis of schedule on priority finalized before the start of processing so as to keep the stock ready for timely disposal.</p> <p>g) He will ensure the sampling and testing of seeds and keep in advance the certification material required for the purpose.</p> <p>h) He will work under the Manager (Prod.)/ AGM (Prod.) at the Farm for his Administrative control and under DGM (Prod.)for technical control at the Corporate Office.</p> <p>i) He will submit a fortnightly report to Production Deptt., Corporate Office so far as the quality of Seed is concerned. He shall ensure the proper maintenance of quality on every stage.</p> <p>j) He will ensure that the provisions of Seed Act and Rules issued thereunder in regard to the production and sale of quality seed are fully complied with and that only quality are sold for the purpose of sowing and for this purpose, he will have to pay proper attention to the fact that the seeds of notified variety/kind meant for sale are identifiable as to their variety/kind.</p> <p>k) He will monitor the production programme of oilseeds and pulses under the overall supervision and guidance of Farm Head/RM.</p> <p>l) He would keep in touch with the latest work going on in the Agriculture Universities and other Govt. organizations in the related field.</p>
Misc.	<p>a) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.</p> <p>b) To perform any other dty that may be assigned to him by the Management from time to time.</p>

**Performance Indicators:**

1. Quantity of seed Produced.
2. Comparative reduction in the quantity of non-seed.

3. Comparative increase in the customer satisfaction with regard to the Quality of Seeds.
  4. Successful Introduction of New varieties of Seeds.
  5. Comparative increase in the yield.
  6. Reduction of Quality Complaints.
  7. Timely Seed Processing & Availability of Seeds for sale.
- 11.

**Plant Protection Officer – at Farms/ROs (E-0):**

General	<ul style="list-style-type: none"> <li>a) Officer (Plant Protection) will be over all in-charge of Plant Protection work at the Farm/RO.</li> <li>b) He will daily inspect the crops at the Farm, suggest appropriate effective and economical plant protection measures to the concerned officer, from time to time. He will also evaluate different measures recommended by him for adoption, in close association with the Farm Superintendent/Area Manager.</li> </ul>
Planning/ Budgeting	<ul style="list-style-type: none"> <li>a) Planning of the timely operations to control the crops from pest attack and diseases and ensuring that the crops do not suffer due to such attacks.</li> <li>b) Working out the annual requirements of stores for Plant Protection work, and pesticides for both Kharif and Rabi crops and its submission to the Manager (Production) for approval of procurement action.</li> <li>c) He will prepare 'Calendar of Operations' of plant protection measures for the Farm and ensure their timely organization and enforcement in accordance with the laid down Calendar. He will supervise and guide the field staff in the plant protection operations and also formulate annual budget therefor.</li> </ul>
Co-ordination	<ul style="list-style-type: none"> <li>a) He will be incharge of the technical staff responsible for plant protection operations and all kinds of pesticides. While the Engineering Section at the Farms/RO will be responsible for the safe custody, maintenance and repair of both Tractor Mounted and Shoulder Mounted Plant Protection Equipments, he shall periodically inspect them and keep the Farm Head/RM informed about the stage of their maintenance and repair.</li> </ul>
Implementation	<ul style="list-style-type: none"> <li>a) Technical guidance to Godown Incharges for proper maintenance of Farm produce/Seeds and ensuring safe storage of the same.</li> <li>b) Initiating timely action for arrangement of plant protection equipments in consultation with the Manger (Production) and Manager (Engg.).</li> <li>c) Planning of Plant Protection operations and executions of works in accordance with the norms laid down in this regard.</li> </ul>
Monitoring & Evaluation	<ul style="list-style-type: none"> <li>a) Attending the evening meetings of the Blocks and to discuss the progress of the work with Assistant Manager (Production).</li> <li>b) To carry out surprise checks to have effective control and to ensure that the machines and staff are best utilized and the work is carried out according to schedule.</li> <li>c) To initiate adequate and timely action to control the locust attack. Liaise with the locust department and will submit proposals to Assistant Manager (Production) to ensure timely and suitable action to control the attack.</li> <li>d) He will be responsible for the pest surveillance and rodent control work in the field and godowns and suggest suitable preventive measures to be undertaken at the Farm/Area Office. He will keep the Headquarters informed about the progress of such work, from time to time.</li> <li>e) He will arrange training for the field staff of the Farm/AO with regard to the identification of the symptoms of damage due to insects/ diseases and weed specimens in different crops in different seasons.</li> <li>f) He will be responsible for undertaking soil treatment with different insecticides, fungicides, weedicides against soil borne insects, diseases and weeds.</li> <li>g) He will be responsible for adopting aerial spraying of crops of the Farm as per the directives of the Farm head. He will also keep in touch with the latest advance made in the field of plant protection and adopt the latest techniques in</li> </ul>

	accordance with the advice of Farm head.
Reporting/ Documentation	<ul style="list-style-type: none"> <li>a) Timely submission of weekly working diary, periodical reports to the Manager (Production) as per scheduled dates.</li> <li>b) Maintenance of block wise proper records regarding issue of insecticides and pesticides on different crops with acreage.</li> <li>c) To ensure that no insecticide, pesticide or dispensing items are left in the field and any quantity remaining after application is returned to stores in the evening and redrawn, if necessary, on the next day.</li> </ul>
Misc.	<ul style="list-style-type: none"> <li>a) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.</li> <li>b) To perform any other job that may be assigned by Management from time to time.</li> </ul>

**Performance Indicators:**

1. Quantum of Pest Control operations undertaken.
  2. Comparative reduction in the damage due to pest attack.
  3. Economies shown in the usage of insecticides/ pesticides due to innovations or alternative methods.
  4. Comparative Improvement in utilization ratio of the machinery utilized for pest control operations.
  5. Promptness in handling and averting the locust attacks.
- 12.

### **Asstt. Officer (Seeds) (S-4) – Posted at Farms:**

- a) The **Asstt. Officer (Seeds)** will be in charge of the block and will manage and plan all the operations in his block most economically and to the best interest of the block. The operational staff and labour employed in the block will be under his administrative control.
- b) Planning of agriculture and mechanical operations to the best interest of the block, will ensure that the land is handled in proper condition and operations are carried out to proper depth. He will see that only the needed operations in a field are done at proper time so as to give the maximum return with the minimum expenses.
- c) Employment of both daily paid and contract labour well in time in accordance with norms fixed for various operations on the rates sanctioned by the competent authority.
- d) Timely preparation of cropping programme of both Rabi and Kharif crops and connected operations required for each crop and submit the same to the Farm Supdtt. Or in his absence to the operational manager (Agriculture) for approval. The details should include the financial aspect i.e. the estimated expenditure on each operation of each crop such as expenditure of labour, irrigation, fertilizer etc. and the likely income thereon.
- e) Holding of daily meeting in the evening with the Charge Man/ Jr. Engineer and Production Staff to discuss the day's output and operational demands for the next day and allocation of machinery and labour accordingly.
- f) To review the position of financial aspects with his earlier proposal to give full reasons for the variations, if any.
- g) To work out annual requirements of stores, seed, fertilizers, pesticides, and submit the same yearly in December each year to Asstt. Manager (Production)/ Manager (Prod.).
- h) Safe custody, maintenance and proper accounting of stores under his charge.
- i) Proper watch and ward of crops and produce in field and at the winnowing centre, ensure that no grains are left over in the field but transported to the winnowing centre every evening.
- j) For efficient discharge of his duties and maintenance of discipline, he can directly deal with the branch officers regarding matters pertaining to these sections.
- k) Submission of reports and returns to Asstt. Manager (Prod.) on scheduled dates, maintenance of all records in the blocks and reply to audit objections etc.
- l) Maintaining proper discipline at all levels and create a cooperative spirit and see relations among the staff members are cordial.
- m) Quarterly inspection and physical verification of stores and report shortage, unserviceable articles to the competent authority for further action.
- n) Monthly checking of crop registers and other records maintained by the Agri. Assistant and will submit his note to the Asstt. Manager (Production) or in his absence operational Manager (Prod.) with full details.
- o) Proper use and utilization of irrigation water and ensure its daily output on each outlet according to the schedule, the short coming be brought to the notice of the Engg. Deptt. for rectification.
- p) Submission of tour cum working diaries to Asstt. Manger (Production), with full details as already laid down.
- q) Surprise checks from time to time to see that the operations are carried out efficiently and machines and manpower is utilized to the full extent according to norms and time as scheduled.
- r) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.

### **Performance Indicators:**

1. Quality of planning for agriculture and mechanical operations at the block level.
2. Timely execution of the required operations at the Farm Level.
3. Comparative economics in the operations undertaken.

4. Comparative efficiency in the operations undertaken.
- 13.

#### **Asstt. Officer (Quality Control) (S-4):**

- a) He will ensure the proper execution of variety wise seed production programme under the category of Breeder, foundation and Certified seeds at the Farm/seed grower's field from certification point of view as per seed act.
- b) He will ensure inspection of foundation and certified seeds from the certification agency to see that the crop is inspected timely and not rejected for want of proper isolation distance or admixture etc.
- c) He will have close liaison at his level with the certification agency from time to time in order to get the seed crops at the field stage and also at the field stage at the time of processing.
- d) He will maintain proper records of field inspections in order to comply with the instruction of the certification agency for keeping proper quality of seed.
- e) He will chalk out the schedule of processing on the basis of priority of varieties on the basis of their early and late showing requirements of seed for disposal.
- f) He will maintain proper records of processing sampling, reports and other records required for the purpose.
- g) He will work under the Manager (Production) at the Farm for his administrative control and under DGM (Prod.) of the Corporate Office for technical control.
- h) He will submit a fortnightly report to DGM (Prod.), Corporate Office through Manager (Production) of the Farm/RO with regard to the production, processing, sampling and test results.
- i) He will ensure timeliness of operations and reporting at his level best. In case quality is in danger, he will be squarely responsible for not reporting the matter to Manager (Prod.)/DGM (Prod.), Corporate Office, in time.
- j) He will supervise processing at the processing plant with the help of shift Incharge. However, for the purpose of quality, he will be squarely responsible.
- k) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.
- l) He will do any other work assigned to him by the Management from time to time in the interest of the corporation.

#### **Performance Indicators/ Key Result Areas:**

1. Timely inspection at various stages by seed certification agency – no. of field inspections.
2. Level of compliance with the requirements of stipulated rules and regulations and the requirements of Seed Certification.
3. Comparative reduction in the quantity of Non-Seed.
4. Planning for quality control systems.
5. Germination evaluation of seedling samples.
6. Analysis of quality control problems and making recommendations- number.
7. Arrangement and certification of planting materials.
8. Inspection of certified seeds plots/plants.
9. Sampling of graded and packed seeds.
10. To attend to quality related complaints.
11. To maintain proper records.



#### **Asstt. Officer (Horticulture) (S-4):**

- a) Responsibility for all activities pertaining to the maintenance of Orchards at Farms under the supervision of Officer Incharge/Farm Head.
- b) Responsibility for budding/ grafting of horticulture crops as and when required.
- c) Responsibility to achieve the targets of saplings production.
- d) Responsibility to ensure health and true to the typeness of saplings viz. collecting genuine budwood/ draft material from mother trees.
- e) Raising of nursery with the help of other staff, viz. Sowing of root stocks seeds/planting of cuttings/ layers/suckers etc.
- f) Timely trimming and pruning of orchards.
- g) Maintenance of nursery stock and field registers/inspections under the guidance of Officer Incharge (Hort.)/Farm Head.
- h) Supervision of day to day work done by Malies/ casual workers including skilled in the nursery and orchards.
- i) Responsibility to apply timely inputs and plant protection measures under the guidance of Officer Incharge (Hort.)/ Farm Head.
- j) Assist the Officer Incharge (Hort.)/ Farm Head in all orchard operations as and when required.
- k) He will chalk out the schedule of Hort. Operations on the basis of priority of varieties on the basis of their sowing requirements.
- l) He will submit a weekly report-cum-working diary and other relevant information to Officer Incharge (Hort.)/ Farm Head with regard to the position of Horticulture activities in the Farm.
- m) Maintenance of muster rolls, labour cards etc. with regard to the employment of casual/ contract labour in the Horticulture operations.
- n) To take necessary steps to avoid any damage on account of grass, stray cattle etc. any mishaps in this regards shall be reported to Officer Incharge (Hort.) Farm Head immediately.
- o) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.
- p) Any other work assigned by his superiors as and when required.

#### **Performance Indicator:**

1. Level of planning for Horticulture operations.
2. Quantum of work undertaken quality of output.
3. Quality of output.
4. Comparative economies in usage of inputs.
5. Success of horticulture efforts in monetary terms.
6. Timely completion of field operations undertaken.
7. Comparative efficiency in maintenance of records.